



**LANGLEY
POLICY
DIRECTIVE**

**Directive: LAPD 6000.2
Effective Date: July 11, 2006
Expiration Date: July 11, 2011**

Responsible Office: Logistics Management Team, Center Operations Directorate

SUBJECT: Incoming and Outgoing Shipments

1. POLICY

- a. All incoming and outgoing shipments will be processed in accordance with established policies and procedures.
- b. All shipments of outgoing and incoming property loans will be identified and processed in accordance with NPR 4200.1, "NASA Equipment Management Manual."
- c. All shipments related to contracts and grants shall be signed by the appropriate official.
- d. All outgoing shipments to foreign destinations and incoming shipments from foreign destinations shall comply with U.S. export control laws, regulations, and NASA export control policy.
- e. Carriers selected for LaRC shipments of Hazardous Materials/Waste will possess a Hazardous Material Transportation Security Plan as required by 49 CFR 172.800-172.804.

f. EXCEPTIONS

The provisions of this directive do not apply to the following:

- (1) Incoming and outgoing shipments of publications by the Library and Information Services Branch, unless a Commercial Bill of Lading (CBL) or Government Bill of Lading (GBL) is required.
- (2) Property fabrication or instrument repair by contract in the local area.
- (3) Material being returned under contract rejection procedures.
- (4) Excess property being disposed of by LMT.
- (5) Shop orders for Fabrication Technology.

2. APPLICABILITY

This policy is applicable to Langley Research Center civil servant employees.

3. AUTHORITY

- a. NPD 6000.1, "Transportation Management."

4. REFERENCES

- a. NPR 4100.1, "NASA Materials Inventory Management Manual."
- b. NPR 4200.1, "NASA Equipment Management Manual."
- c. NPR 4200.2, "Equipment Management Manual for Property Custodians."
- d. NPR 6000.1, "Requirements for Packaging, Handling, and Transportation for Aeronautical and Space Systems, Equipment, and Associated Components."
- e. NPR 6200.1, "NASA Transportation and General Traffic Management."
- f. LPR 1710.7, "Use and Handling of Explosives and Pyrotechnics."
- g. LPR 1710.12, "Potentially Hazardous Materials."
- h. LPR 5000.2, "Procurement Initiator's Guide."
- i. LAPD 6000.1, "Transportation Management."
- j. LF 52, "Shipping/Transfer Document."

5. RESPONSIBILITIES

- a. Supply Systems Analyst, Logistics Management Team (LMT)

Serve as contract oversight for all inbound shipping functions, ensuring that all incoming shipments are inspected, documented, and reconciled with Systems, Applications and Products (SAP) on-line system grant, or contract.

- b. Transportation Officer, LMT

Serve as contract oversight for all outbound shipping functions, ensuring that all outbound shipments are properly documented on LF 52, "Shipping/Transfer Document," in accordance with all references listed within.

NOTE: Originator's organization will bear all costs for shipments

c. Center Export Administrator, Center Operations Directorate

Serve as the compliance official for all Center activities involving U.S. export control laws and regulations.

d. Employees

(1) LF 52 is used for all outbound shipments.

(2) Organizations receiving incoming site-delivered shipments of controlled equipment shall contact the LMT to ensure appropriate inspection and receipt of material.

6. DELEGATION OF AUTHORITY

None

7. MEASUREMENT

None

8. CANCELLATION

LAPD 6000.2, dated October 10, 2004.

Original signed on file

Lesa B. Roe
Director